

Outline For Records Management Officers Meetings

20 October 1964 - DDS and DCI ✓
22 October 1964 - DDI and DDS&T ✓
Room 7D-Headquarters

- I. Introduce New Records Management Officers
- II. New Telephone Numbers
- III. Paperwork and Copying Equipment Symposium, Nov. 16-18
- IV. IRAC Meeting - 23 October 1964 - 10:30. See Announcement.

V. New Text Book - Records Management - A Modern Tool For Business.

VI. Mailing List: *New File Operations HB from LSE - Supply ordered for RMO's*

1. The American Archivist
2. Records Management Journal
3. The Office
4. Systems -

VII. Availability of General Schedules.

VIII. Training In Records Management.

1. Planning and Administration of Records Creation at American University - Three Credit Hours, Tuition - \$81.00
We have 9 agency employees in this class
 2. Special Training Program for J.O.T.'s - for DDS Area.
 3. Management Training Program, OTR, Records Center.
 4. Records Management Seminars at GSA. (Nov. 30 - Dec 11.)
 5. Instructor Training Course (See Copy)
 6. Forms Mgmt
 7. *Work Shop*
- IX. New GSA Regulatory System. (See Copy)
- X. Records Management Program Status. -

1. Report To The DDS - 24 Sept. 1964
2. Get Sets of Charts For Each Records Management Officer
3. Overall-Program Status
4. Correspondence Management
5. Forms Management
6. Vital Records

VIII

8. Also: Jan - 18 - 29 } Winter
Mar 1 - 12 }
April 12 - 23 } Spring
June 7 - 18 }

7. Records Disposition
8. Filing Systems & Equipment
9. Reports Management
10. Records Center - Compliment R.M.O.'s
11. Surveys
12. Microfilming
13. USIB Records Center
14. Objectives
 - a. Functional Forms Surveys
 - b. Registry Surveys
 - c. Clean-up Campaign
 - d. Publicity Program
 - e. Office of Records Survey
 - f. On-the-Job Training

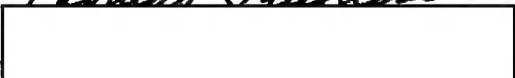
~~XI.~~ GSA File Operations Handbook

XII. Round Table Discussion

XIII Future Meetings

1. Thomas Pichers - A. E. C.

2.

 Bureau of Internal Revenue.

XIV Additional Reports for DDS.

~~1. 2000~~

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